



**BERKSHIRE
HOUSING**
CONNECTING PEOPLE TO HOME

| | |
|-------------------------|------------------------|
| Position Title: | Site Superintendent |
| Last Reviewed: | February 2023 |
| Department: | Facilities |
| Position Status: | Full-time |
| Classification: | Non-exempt |
| Reports to: | Director of Facilities |

Position Statement

The Site Superintendent is responsible for performing/assisting in the everyday maintenance of apartments owned or maintained by Berkshire Housing. This includes resident apartments, common areas, outside grounds, and additional structures at each community.

Essential Responsibilities

- Adherence to all policies and procedures
- Adapt at working in Resman (work orders, purchase orders, etc)
- Complete weekly/monthly required reports.
- Keep Emergency Binder up to date
- Distribute flyers to residents as requested
- Check email/voice mail daily and respond accordingly
- Complete all training as required by the organization
- Attend all required meetings
- Perform annual inspections of units
- Perform/assist in the preparation of apartments for new tenants (apartment turnovers)
- Clean all common areas (hallways, stairwells, bathrooms, community rooms, trash rooms, walls, windows, laundry rooms and kitchens)
- Trash/recyclable removal
- Be familiar with all emergency operating systems and their maintenance cycle
- Walk exterior grounds daily making sure that all litter is disposed of – identify safety hazards or damage
- Wash/sweep down building where accessible to remove spider webs and bugs
- Snow removal and salting (24-hour responsibility)
- Plant, weed, and water all flower beds and planters
- Mow and weed whack lawns if not outsourced
- Show apartments to interested applicants
- Address resident complaints and forward to the assigned Property Manager
- Complete move ins/outs of residents
- Purchase supplies as directed by BHSI
- Monitor the presence of outside contractors/vendors

Required Skills or Abilities

- Previous light carpentry, painting, plumbing, electrical experience preferred
- Must have a valid/active drivers license
- Must be able to work in seasonal conditions including cold, snow and heat
- Must be available 24/7 during assigned on-call rotation
- Must be able to navigate technology including computer, printer, scanner, and copy machine
- Must be able to push, pull, or carry 50 pounds

Education

- High School Diploma, Equivalent and/or lived experience

Disclaimer

This job description is not a contract for employment, and it is also not an inclusive listing of all duties, responsibilities, and expectations of the position. Duties, responsibilities, and expectations can change anytime with or without notice. This document does not extend an offer for permanent or continuous employment. Berkshire Housing is an at-will employer.

Team Member Name: _____

Team Member Signature: _____

Date: _____